

## Who we are:

The Tennessee Department of Correction (TDOC) is a multi-faceted agency with a responsibility to serve the public by operating safe and secure prisons and providing effective community supervision. We take our mission seriously and every employee will work extremely hard to ensure we never compromise public safety.

The Department of Correction has approximately 6500 employees operating eleven prisons, six day reporting centers, an investigative-compliance unit and numerous probation/parole offices across the state. TDOC Central Office is located in downtown Nashville.

## What we do:

With the implementation of the Public Safety Act TDOC is able to provide seamless supervision to offenders in jail, prison, parole, probation, and community corrections to positively impact an offender's chances for success. We have an inherent responsibility to provide offenders with an opportunity to grow and change.

## How you make a difference in this role:

As an intern you will have the opportunity to work with TDOC programs that affect public safety and offender success across the state.

## TN State Government Careers

Probation/Parole Officer  
Correctional Counselor  
Correctional Security  
Correctional Compliance



## Correctional Counselor Intern

Location: Statewide

Compensation: Unpaid

### Overview

The Tennessee Department of Correction Counseling Services aims to reduce recidivism; with the goal of correctional counseling being public protection. Every counseling activity is designed to have a desirable impact on recidivism. Correctional Counseling and Rehabilitation consists of foundations of the major systems of therapeutic intervention, diagnosis of mental illness, drug and alcohol abuse treatment, sentence management, and correctional assessment and classification. Correctional counseling is intended to help offenders balance their important relations, understand and overcome their internal and external conflicts through developing more accurate social cognitions and understanding about themselves and others helping them to improve their interactions. TDOC utilizes a validated risk and needs assessment instrument for determination of an offender's risk to reoffend and the identification of treatment options that reduce that risk. This assessment provides for seamless supervision of the offender as he progresses through the system from incarceration to community supervision. This ambitious plan significantly enhances public safety through the systematic development of comprehensive strategies for felon risk management in Tennessee.

### Responsibilities

Observes the counseling of offenders regarding personal and family issues, behavior, program participation, and the risk of reoffending. Observes and develops skills to participate in evaluations of offender records, case notes, and information to ensure compliance with all applicable standards, laws, policies, rules, and regulations. Learns to complete initial intake packages and to maintain reports on offender history, progress, adjustment, rule violations, visitations, and other related statistics. Learns to calculate sentencing information to determine accuracy of an offender's sentence computation. Under close supervision co-develop reentry plans for offenders within established time frames and in accordance with departmental procedures. Learns to complete and record risk-needs assessments for quality assurance and to document referrals made to offenders regarding outside services. In a training capacity, participate in classification and reclassification hearings in order to review information relevant to offender behavior, program, participation, and other factors for the purpose of determining offender custody levels and programmatic needs and goals.

### Preferred Qualifications

Working toward obtaining a Bachelor's, Master's, or PHD with majors related to social science, behavioral science, criminal justice, criminology, social work or related field and being classified/enrolled as a Junior or greater. The internship must be for academic credit.

Applicant must submit to and pass: Background Investigation and Pre-employment Drug Screen

### Performance Expectations

Correctional Counseling Interns will be exposed to and expected to learn concepts related to sentence management, classification, risk assessment, and treatment options for offenders under the supervision of the Tennessee Department of Correction. They will learn the strategies for case management and development and maintenance of case files. Interns will be expected to have a basic understanding of the risk and needs assessment instrument and development of offender treatment plans. They will learn to implement effective and evidence-based treatment to offenders. Interns shall develop interpersonal skills necessary to interact with TDOC Staff, Court Officials, Community Partners, and Offenders.

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*

**To Apply** Please send the following documents to [Kimberly.Mantlo@tn.gov](mailto:Kimberly.Mantlo@tn.gov) with the title of this internship and location preference in the subject line

- Resume
- Most recent transcripts (2.5 GPA is required)

- 2 letters of professional recommendation
- Letter of intent